

Guidance for Prospective Course Hosts — MyFutureWay

Welcome — and thank you for wanting to host a course on Learn.MyFutureWay. Below is a clear, practical guide you can place on your “Host your own course” page to help prospective teachers prepare, publish, and promote their courses responsibly.

1. Quick overview — why these steps matter

Search engines crawl Learn.MyFutureWay frequently. Thoughtful course set-up not only helps learners find your course, it builds your professional profile online. Follow these steps to make your course discoverable, useful, and safe.

2. Action checklist (high level)

1. Decide whether you want your course open to **guest access** (recommended if you want discoverability).
 2. Write a **complete, keyword-rich Course Description** (see template below).
 3. Create at least one **forum** for student discussion and feedback.
 4. Make regular **course backups** and keep local copies.
 5. Ensure content is acceptable (no content that wouldn't be allowed on YouTube).
 6. Ask ChatGPT for help when stuck (prompts included).
 7. Contact the site admin (Johan) to request course approval and any technical settings (guest access, visibility, storage).
-

3. Guest access: decide intentionally

- **Why allow guest access?** Guest/open access makes your course pages crawlable and increases visibility in Google search results. This is one of the fastest ways to raise your profile.
- **When not to allow guest access:** If your course contains paid-only resources, student personal data, or copyrighted materials you do not want publicly visible.
- **How to proceed on Learn.MyFutureWay:** If you want guest access enabled, indicate this on your course proposal when you contact Johan. (He will confirm site-level settings and whether guest access suits your course.)

Tip: You can make course *content* available to guests while keeping activities like submissions or quizzes restricted to enrolled users. Use the “Allow guest access” setting sparingly and with thought to privacy.

4. Course Description — how to write it (complete guidance)

A thorough Course Description is the single most important lever for discoverability. Think of it as the marketing + syllabus in one place: answer learner questions, include keywords, and be explicit about outcomes.

What to include (section-by-section)

1. **One-line elevator pitch** — what the course does (20–25 words).
2. **Who this course is for** — audience & prerequisites (e.g., “basic Moodle familiarity required”).
3. **Learning outcomes** — 3–6 clear outcomes starting with verbs (e.g., “Create interactive H5P quizzes”).
4. **Course contents / modules** — short bullet list of modules or lectures.
5. **Format & commitment** — estimated time, live sessions vs. self-paced, assessments.
6. **Technical requirements** — browser, Moodle basics, H5P versions, recommended devices.
7. **Assessment & engagement** — whether there’s a forum, assignments, quizzes, or badges.
8. **Backup & data note** — remind teachers to keep backups and note no long-term host warranties.
9. **How to contact instructor / admin** — link or email.
10. **SEO-friendly short meta description** — one sentence (approx 150–160 characters) for search engines.

Keyword guidance

- Use primary keywords naturally in the first 50–100 words: e.g., “Moodle course”, “H5P interactive content”, “PowerPoint for educators”, “teach online”.
- Use secondary and long-tail keywords in module descriptions: e.g., “how to animate PowerPoint slides for instruction”, “branching scenarios with H5P”, “guest access Moodle course”.

5. HTML Course Description template (paste-ready)

You can paste the block below into Moodle's course summary (or the larger course description area).

<h2>Course Title — short descriptive subtitle</h2>

<p>Elevator pitch: This course teaches [one-line outcome — e.g., how to design interactive lessons using Moodle, H5P and animated PowerPoint].</p>

<h3>Who this course is for</h3>

<p>This course is designed for educators who have completed a basic Moodle course and understand how to add resources and activities (files, pages, labels, assignments, quizzes). Prior experience with PowerPoint is helpful but not essential.</p>

<h3>Learning outcomes</h3>

Design a visually engaging Moodle unit that uses H5P interactivities.

Create animated PowerPoint lessons that export to video for interactive use.

Use Moodle forums and assessments to collect feedback and measure learning.

<h3>Course structure</h3>

Module 1 — Course overview & prerequisites (self-paced)

Module 2 — PowerPoint for teaching: animation to video

Module 3 — H5P basics: interactive video, quizzes, dialog cards

Module 4 — Publishing on Moodle & promoting your course

Module 5 — Student engagement strategies & evaluation

<h3>Format & time commitment</h3>

<p>Approximately [X] hours. Self-paced lessons plus a weekly forum discussion. Optional live Q&A sessions.</p>

<h3>Important notes for hosts</h3>

Please take regular backups of your course (GO TO: Course administration → Backup). Keep local copies.

If you would like the course to be discoverable via Google, request guest access for your course.

All course content must be suitable for YouTube — any content that would be disallowed on YouTube is not permitted here.

<p>Contact: To request hosting or approval, email Johan at [insert contact] or use the site’s course request form.</p>

6. Forum requirement — best practice & set-up text

Why: Forums provide student feedback, peer learning, and evidence of engagement (very useful for future research or testimonials).

Minimum requirement: Each course must have a forum that:

- Is visible from the start of the course.
- Has a pinned “Start here” thread with instructions for students.
- Is regularly monitored by the instructor (aim: respond at least weekly).

Suggested “Start here” post (copy/paste):

Welcome! Post your name, what you hope to learn, and one question about the course. Please be respectful. Instructor will respond within [X] days. Use this forum for questions, reflections, and to share progress.

7. Backups — how to do them (Moodle steps)

Always keep at least two backups: one on the server and one local copy.

Manual Moodle backup (short steps):

1. Go to the course → Course administration → **Backup**.
2. Use default settings unless you want to exclude user data. (If you want to keep student submissions, include user data.)
3. Click **Jump to final step** → **Perform backup**.
4. Download the backup file to your local machine (Admin > Course restores > find backup file > download).
5. Store backups in at least two places (local drive + external/cloud storage) and keep versions.

Suggested frequency: Weekly during active semesters; monthly when idle. Backup before any major edits.

8. Acceptability & content policy reminders

- **No unlawful or inappropriate content.** If it would be disallowed on YouTube, do not publish it here.
 - **Student data:** Do not publicly post any personally identifying student data in course pages. Use forums and gradebooks responsibly and obtain consent for any public testimonials.
 - **Copyright:** Use licensed images/videos or public domain/free resources; record attributions.
-

9. Promotion & SEO practical tips (so your course is found)

- Use a short, clear title with primary keyword (e.g., “PowerPoint for Educators: Animate, Export, and Engage (Moodle + H5P)”).
- Put the keyword early in the course summary (first 1–2 sentences).
- Fill out the “Meta description” field (if Moodle theme allows) – make it a 140–160 character compelling sentence.
- Add transcripts for videos and descriptive text for images (alt text).

- Use module headings (H2/H3) inside the course description — search engines read these.
 - Add internal links to other relevant courses on Learn.MyFutureWay and to your public profile or YouTube content.
-

10. Practical course authoring tips

- Start with learning outcomes and design backwards.
 - Build short chunks (10–15 minutes) and include interactive checks (H5P items).
 - Use the forum to run micro-assignments (e.g., post a 2-line reflection and reply to two peers).
 - Provide rubrics for assignments and a clear timeline.
 - Offer optional live sessions for feedback and community.
-

11. Templates & micro-copy (copy-paste ready)

SEO meta description (example, 150 chars):

Learn to teach online with Moodle, H5P and PowerPoint. Practical course: build interactive lessons, use H5P, and publish for learners.

Course visibility request text to admin (example):

Hello Johan — I'm ready to host "[Course Title]" and request guest access so the course can be indexed by Google. I confirm I've taken backups and the content complies with site policy.

12. ChatGPT prompts teachers can use

(Quick copy/paste prompts for teachers who want help writing descriptions, quizzes, or lesson plans.)

1. Course description help:
"Help me write a 150-word course description for a Moodle course titled 'Animating PowerPoint for Learning'. Audience: in-service teachers with basic PowerPoint experience. Include learning outcomes and 3-module outline."
2. H5P idea generator:
"Give me 6 H5P activity ideas to teach the concept of 'formative assessment' in a

4-week course for teachers. Include the H5P content type and one-sentence activity instructions."

3. Forum starter posts:

"Write a friendly 'Start here' forum post for a Moodle course about using H5P. Include rules, how to ask a question, and how to request feedback on an assignment."

13. Approval & contact expectations

- Tell prospective hosts to include a short course proposal (title, one-paragraph description, target audience, whether they want guest access).
 - Johan will review submissions and may request adjustments (formatting, backups, or content warnings).
 - Approval is not an endorsement; it's a hosting decision for community and experimentation.
-

14. Final recommended "Do's and Don'ts"

Do

- Do write long, clear course descriptions using keywords.
- Do add a forum and respond at least weekly.
- Do keep and download backups.
- Do be transparent about prerequisites and time commitment.
- Do ask for help — ChatGPT or Johan — when needed.

Don't

- Don't publish content that would be disallowed on YouTube.
- Don't rely only on server backups — keep local copies.
- Don't leave the forum unmanaged for long stretches.
- Don't publish student personal data without consent.